



**CITY OF WESTMINSTER
TREE COMMISSION
MEETING SUMMARY**

**Wednesday, January 11, 2017 at 4:30 PM
Conference Room, Second Floor, 56 West Main Street**

1. Call to Order

Commissioners - Commissioner Cindy May (Acting Chair), Commissioner Richard Wilbur and Tim Bangerd were present.

Staff – William Mackey, Andrew Gray and Eric Schlitzer were present

Attendees – Christian Fitzpatrick and Jessica Fitzgerald.

2. Approval of Minutes

- a. Commissioner Bangerd made a motion to approve the November 9, 2016 meeting summary. Commissioner Wilbur Seconded. The motion passed.

3. Old Business

There was no old business.

4. New Business

- a. 2017 Tree Commission Work Plan – Mr. Gray reviewed the staff report that included possible ideas for discussion including completing the second leg of the Bennett Cerf Tree Trail, 2017 Urban and Community Forestry Workshop, planting trees in empty tree pits along Main Street and Pennsylvania Avenue, and the 2017 Arbor Day Celebration.

The Commission discussed the location and wording of the proposed Bennett Cerf Tree Trail sign and availability of the QR codes. Mr. Gray added that after discussion with Carroll County Department of Recreation and Parks, the sign will be added under the existing County sign to limit mowing obstacles.

Mr. Gray presented the Commission with possible locations for the Arbor Day Celebration including public schools and public parks in and around the City. The Commission decided that the Arbor Day Celebration should be held at Bennett Cerf Park to celebrate the completion of the interactive tree trail.

Mr. Fitzpatrick and Ms. Fitzgerald discussed potential Forestry Workshop speakers, the new law requiring Tree Experts to have a certain amount of continuing education credits, potential sessions for the workshop, and feedback from the 2016 workshop.

The Commission expressed urgency in picking a venue for the 2017 workshop. McDaniel College, Carroll Community College, and the Westminster Fire Hall are all possible locations. Commissioner Bangerd informed fellow Commissioners about the Westminster Fire Hall. Mr. Gray will look into availability for each location for October 6, 2017. The Commission also discussed lunch and parking at each potential venue.

Commissioner May mentioned the Commission usually reviews each empty tree pit location separately and makes a decision on the best tree to plant based on the site, which includes consideration of overhead wiring.

5. Commissioner Report

- a. None

6. Staff Reports

- a. 2017 Tree City USA recertification and Growth Award application – Mr. Gray updated the Commission on Westminster’s application status. Both the Tree City USA and the Tree City Growth Award applications were submitted to the Arbor Day Foundation for review.
- b. Mr. Gray updated the Commission on the final catering fee after negotiation with Carroll Community College.
- c. Mr. Mackey encouraged the Commission to review the portion of the City Code that establishes the Tree Commission and consider crafting a citywide tree plan.

7. Adjournment

Commissioner Wilbur made a motion to adjourn. Commissioner May seconded. The motion passed. The meeting adjourned at 5:30 PM.